



External Account Creation and Log-In Guide

How to accept an invitation to create an account and log into the DOI SharePoint Server 2010 environment for the first time.

Step 1 – Accept Invitation to Join the Project SharePoint Site

The Project Manager or SharePoint Application Administrator will invite you to become a member of the Construction Management SharePoint Site for your project. You will receive an “Extranet User Registration” email similar to the one below, please click the blue “Register” link.



Step 2 – Create “Partners” Account

Complete the “DOI Connect – User Registration” form with you first and last name, the registration code from your email and a password. Choose three security questions and make sure you type in the security phrase pictured in the red box on the lower left corner of this page (see below)

DOI CONNECT
Connecting the Department of the Interior
Use DOI Connect to collaborate and share information with others across DOI.

DOI Connect - User Registration

First Name

Last Name

Registration Code

Password

Confirm Password

In case you forget your password

Secret Question 1

Your Answer

Secret Question 2

Your Answer

Secret Question 3

Your Answer

Of subare

Type the two words:

no CAPTCHA
stop spam
recaptcha

Register

Rules for creating a password

Each password must include the following:

- at least 12 characters
- at least one Upper Case and one Lower Case
- at least one of the following special characters: @, #, \$, %, ^, &, +, =
- at least one number

*Note: If you don't see the red security phrase box you made need to click “Displayed unsecured content” in a yellow box under the address bar of your browser.

Step 3 – Receive Account Name

You will receive this email containing your user name:



Step 4 - Log into SharePoint

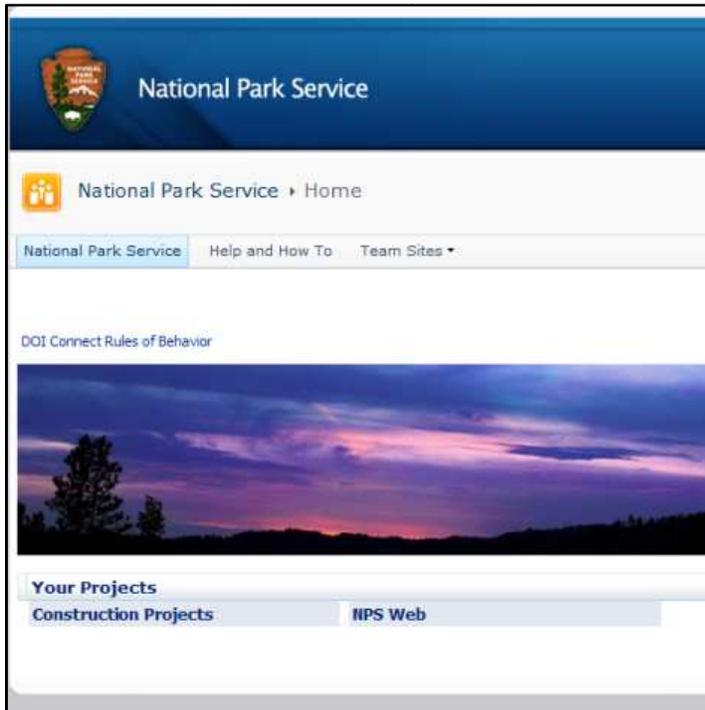
Go to this URL: <https://connect.doi.gov/nps/portal>

The page below will appear (Figure 1). Use your username from the email to log into the DOI Connect Portal. Type the username using a *partners\username* format. *Remember the backslash



Step 5 - Select "National Park Service"

From NPS home page, Select "Construction Projects"



Step 6 - Select Your Site

At the Construction Management Teams home page, you be presented with a list of all the projects you have access to. You may see several sites or just one site like the example below. Click the project name that you would like to work with.

